

Adverse Weather Policy



It is the policy of [Company Name] to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, the company reserves the right to close the facility. Thus, employees are encouraged to listen to radio/TV broadcasts during periods of adverse weather to find out if the facility is open or closed.

Procedures

[Company Name] will make a decision by 6:00 a.m. whether the facilities will be open or closed during periods of inclement weather and communicates this to local media.

Regardless of whether the facility is open or closed, it is each employee's decision as to whether it is safe to report to work during such weather. Employees must advise their manager or supervisor as soon as possible if they are unable to report to work due to inclement weather.

Facility Closed

If the facility is announced to be closed on a given day, all exempt level staff will receive their regular pay for the day of closure. For hourly employees on a day of closure, an employee will receive an amount equivalent to four hours of base pay for the day.

Facility Open

If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day, i.e., exempt staff will receive their regular salary and hourly employees will be paid at their base rate plus incentives for all hours worked. If an employee elects not to report to work when facilities are open day, the employee will be required to use his or her available paid time off or take leave without pay.